

UNITED STATES DEPARTMENT OF STATE
MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT
An Equal Opportunity Employer

Announcement Number: OIG-05-0024

Position Title: Secretary

Office and Location: Immediate Office of the Inspector General

Series and Grade: GS-318-8/9

Promotion Potential: GS-318-9

Opening Date: 11/03/05

Closing Date: 11/18/05

Supervisory: No

Security Clearance Required: Top Secret

Comments: See Other Information

Area of Consideration: Limited to Eligible Department of State Employees

DUTIES: This position is located in the Immediate Office of the Inspector General (IG) where the incumbent serves as confidential secretary to the Deputy Inspector General (DIG). The incumbent carries out specific assignments of a highly sensitive nature in assisting the DIG to carry out the assigned mission involving domestic and world-wide programs. The incumbent performs a variety of secretarial and administrative support functions and duties typified by public relations, research/data collection, personal assistant, administrative, drafting, and other duties.

Major duties include: Exercises the highest degree of discretion in receiving visitors and telephone calls, and making appointments; arranges meetings and conferences; notifies attendees, prepares agenda, prepares minutes of meeting/conference; ensures that action items identified are carried out by responsible officer, coordinates all travel arrangements for DIG; receives inquiries and comments regarding legal, legislative, PCIE and regulatory matters for transmission to the DIG; keeps the AIGs informed of the general activities of the Office; and, maintains current knowledge of public policy issues, pending third party cases and Department activities; researches, collects, reviews and summarizes assignment specific information; gathers information from government contacts or private sources to assist with the preparation of speeches, statements and for congressional appearances; maintains DIG's calendar and activities, action item log/database and informs DIG of pending or upcoming matters; reviews incoming correspondence and refers to the DIG or redirects to a specific office in the bureau for response; signs/clears routine correspondence of a non-policy setting, non-legal nature where authority has been delegated; handles all routine administrative details of bureau in the absence of the DIG; drafts a variety of routine correspondence for DIG's signature; and provides backup administrative support to IG and AIG secretarial staff as necessary.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet the selective placement factor, when specified.

Applicants must have at least one (1) year of specialized experience equivalent to the next lower grade level which has provided the applicant with the particular knowledge, skills and

abilities to perform the duties of the position. Examples of qualifying specialized experience will include:

- greeting/screening and referring /handling telephone calls and visitors;
- reviewing outgoing correspondence for proper grammar, spelling, punctuation and compliance with established policy;
- assisting in managing office workload;
- maintaining activity and conference room calendar;
- monitoring, tracking document flow within the office;
- making travel arrangements and preparing travel vouchers.

NOTE: All candidates must be qualified typists. Applicants who have not previously served in a federal position requiring typing skills must submit a certificate of typing proficiency in the application package. Department of State employees may self-certify their typing skill.

Applicants must meet all qualification requirements, including time-in-grade and time after competitive appointment requirements, by the dosing date of the announcement.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, an abilities described below.

1. Ability to plan and coordinate office activities.
2. Ability to establish priorities.
3. Ability to apply correspondence rules.
4. Ability to comprehend and interpret written material.
5. Ability to communicate orally.
6. Ability to research information.

IT IS STRONGLY RECOMMENDED THAT EACH APPLICANT SUMMARIZES HIS/HER EXPERIENCE, TRAINING AND EDUCATION RELATED TO EACH OF THE RANKING FACTORS AND SUBMITS THIS WITH HIS/HER APPLICATION PACKAGE.

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any

particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job.

JOB INFORMATION

In order to apply for Department of State vacancies all applicants must provide the information outlined below.

1. Announcement number.
2. Title and grade(s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code.
2. Social Security Number.
3. Country of citizenship (most federal jobs require U.S. citizenship).
4. Veterans' preference (proof of eligibility required).
5. Highest Federal civilian grade held, including series, beginning and ending dates.
6. Name, city and state of last high school attended and date of diploma or GED.
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours). If requested in the vacancy announcement, please provide proof of eligibility (e.g. transcripts, Form 1170/17, List of College Courses).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U. S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employer's name and address
4. Supervisor's name and telephone number (Indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week

7. Salary

8. Any other qualification, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligibles **must submit their most recent performance appraisal** and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS-1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1812 may be submitted.)
- 2 All non-competitive eligibles must submit proof of eligibility.
3. All applicants claiming veterans' preference **must provide proof of eligibility**.
4. All other applicants (non-status) must submit information identified above.
5. All applicants must submit information that addresses the ranking factors.
6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

HOW TO APPLY

Mail applications to: U.S. Department of State, Office of the Inspector General, 1700 N. Moore Street, Suite 840, ATTN: Ms. Dianna Wolridge, Arlington, VA 22209.

Do not send your application by FedEx or other courier service. Security regulations require that recipients claim these packages individually and the recipient must know the sender. Packages from unknown senders will be returned.

Department of State employees only may hand deliver applications to SA-39, Suite 840, Rosslyn, by 5 p.m. on the closing date. Security regulations prohibit us from receiving hand-delivered packages from non-employees. Department of State employees may e-mail their applications to: wolridged@state.gov.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE

EQUAL EMPLOYMENT OPPORTUNITY

The Department of State is an Equal Opportunity Employer. Selections will be made without discrimination as to political, religious, union or non-union affiliation, marital status, color, national origin, race, sex, age, or disabilities which are not disqualifying.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.